



# CITY OF HOUSTON

## Job Posting

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**Applications accepted from:** ALL PERSONS INTERESTED

**Job Classification** SUPERVISING ENGINEER

**Posting Number** PN# 105581

**Department** Department of Public Works & Engineering

**Division** Planning and Development Services

**Section** Office of the City Engineer

**Reporting Location** 3300 Main\*

**Workdays & Hours** M-F, 8 A.M - 5 P.M\*

\*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Supervises, coordinates and manages a variety of engineering activities and personnel to identify, evaluate, manage and monitor the floodplain areas in the City of Houston. Supervises and directs technical personnel to coordinate and implement codes, ordinances and technical specifications for the National Flood Insurance Program (NFIP) and the Community Rating System (CRS) Program to assure conformance with plans and specifications. Reviews construction plans for compliance with NFIP, FEMA and City Ordinances. Researches and evaluates plans, specifications and drawings. Plans, organizes, directs, conducts and reviews various types of inspections, such as floodplain areas, permitted structures, manholes, illegal fill sites and new construction or construction revisions, for compliance with specifications. Performs inspections, identifies problem areas and recommends solutions. Meets with general public, engineers, contractors, developers and other government entities to respond to inquiries and technical problems. Oversees work of technical and clerical personnel by assigning work and reviewing completed assignments. Performs record keeping activities to maintain filing system, reports and documentation for the Floodplain Management Office.

10 **WORKING CONDITIONS**

This position routinely requires standing, walking, bending, lifting and whatever means necessary to perform and negotiate field hazards including long periods of walking on rough surfaces on a routine basis.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires graduation from an approved curriculum in engineering that is approved by the State Board of Registration for Professional Engineers with satisfactory standing.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Six (6) years of active practice in engineering work after graduation from an approved curriculum in engineering, with two (2) of the years as a licensed Professional Engineer, are required.

13 **MINIMUM LICENSE REQUIREMENTS**

Requires registration as a Professional Engineer in the State of Texas with a speciality in hydrology and drainage issues. Valid Texas driver's license and compliance with City of Houston's policy on driving (AP 2-2) are also required.

14 **PREFERENCES**

Certification as a Nationally Accredited Certified Floodplain Manager (CFM) or certification as such acquired within the 1<sup>st</sup> 11 months in position or while on probation plus experience in working in a flood insurance program and/or community rating system program.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION**

☒Yes ☐No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range – Pay Grade 29

\$1,885 - \$2,639 Biweekly

\$49,010 - \$68,614 Annually

18 **OPENING DATE**

June 29, 2005

19 **CLOSING DATE**

Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only **and resumes** are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD (Telephone Device for the Deaf) is (713) 837-9496.

An equal opportunity employer